



McHenry County Clerk

2020 Statement of Economic Interest

UNIT OF GOVERNMENT INSTRUCTIONS

THESE INSTRUCTIONS ARE ONLY FOR UNITS OF GOVERNMENTS. IF YOU ARE AN INDIVIDUAL FILER THIS IS NOT THE DOCUMENT FOR YOU. PLEASE GO TO THE NEW FILER OR RETURNING FILER INSTRUCTIONS ON OUR WEBSITE.

Statement of Economic Interest filing for 2020 is upon us.

We have copied over your filers from 2019, and applied them to the new 2020 filing period. It is up to you to log in and make any necessary corrections to your 2020 filer list.

Use the following information to log into your account, and use the instructions below to verify, edit, add or remove filers for 2020.

NOTE: When submitting filers it is important to provide the email addresses for all filers possible as this is our preferred method of contact.

Log in

To begin, go to this URL: <https://sei.co.mchenry.il.us/UOG/Login.aspx> and sign in.

Agency Login

Please review the login information provided in the letter about this new system.

Username:

Password:

LOGIN

[Forgot your password?](#)

If you don't find what you're looking for or need more help, please contact the McHenry County Clerk at (815) 334-4242 or seointerest@co.mchenry.il.us.

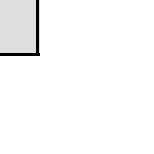
Your **Username** is: «Agency Code»

Password: Please use the same password you created last year.

Note:

If you have forgotten your password you can reset it by clicking the "**Forgot your password?**" link and follow the prompts.

NEXT PAGE



Step 1 – Verify Account

Enter the following information:

- Phone number from this email (Without spaces, dashes or parentheses) EG: 8151231234).
- Enter the Zip code we sent to you in this email.
- Enter a new password.
- Click "**Save & Continue**" to proceed.

STEP 1: VERIFY ACCOUNT

STEP 2: MY INFORMATION

STEP 3: MY FILERS

STEP 4: SUBMIT FILING

Step 1: Verify Account

To verify your account, please provide your phone number and zip code. Next, create and confirm your password.

Agency Code *****

Agency Name SOME TOWN - TOWNSHIP

*Agency Phone

Please enter your phone number without any spaces, dashes or parentheses.

*Agency Zip Code

Please enter your 5-digit zip code.

*Create Password

Your password should be at least 8 characters.

*Confirm Password

Save & Continue

NEXT PAGE



Step 2 – My Information

There are two sections on this page:

- First is for an "Administrator"
- Second a "Contact". In most cases the Administrator is also the Contact.

Verify all Administrator information is correct.

- If the Administrator and Contact are the same person, check the box titled "**Check this box if the Contact is the same as Administrator**".
- If not, enter the appropriate information for both. When finished click "**Save & Continue**" to proceed.

NOTE: You will be prompted to confirm your information has been entered correctly. If accurate, check the box at the bottom right of the page titled "**I have confirmed my information**" then click "**Save & Continue**" to proceed.

STEP 1: VERIFY ACCOUNT

STEP 2: MY INFORMATION

STEP 3: MY FILERS

STEP 4: SUBMIT FILING

Step 2: My Information

All fields marked with * are required. Update your information then click Save & Continue.

Filing Year: 2020

Agency Code *****

*Agency Name

*Address 1

*Address 2

*City

*State

*Zip Code

Agency Website

*Administrator First Name

*Administrator Last Name

*Administrator Job Title

*Administrator Phone

Administrator Phone Extension

*Administrator Email

☐ Check this box if the Contact is same as Administrator

*Contact First Name

*Contact Last Name

*Contact Job Title

*Contact Phone

Contact Phone Extension

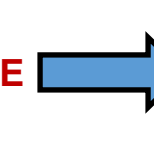
*Contact Fax

Contact Fax Extension

*Contact Email

Save & Continue

NEXT PAGE



Step 3A – My Filers

IF NO CHANGES ARE NEEDED:

- Review your filer list and filer details. Filer details are accessed by clicking on the filer ID number to the left of their name. If changes are not needed, click "**Save & Continue**" and [skip to 4E](#) to submit 2018 filers.

STEP 1: VERIFY ACCOUNT

STEP 2: MY INFORMATION

STEP 3: MY FILERS

STEP 4: SUBMIT FILING

Step 3: My Filers

To begin adding people who are required to file, click the "Add Filer" button below.

To edit your filer list:
Click on the ID number to the left of the filer's name. The ID number is a link, and will take you to that filer's editable profile.

For assistance adding filers, please contact the McHenry County Clerk's office at (815) 334-4242 or seointerest@co.mchenry.il.us.

Please note:
By law, you must provide each filer's job title and phone number. Providing email addresses will also help us contact filers more efficiently.

Filing Year: 2020

Last Saved on 12/26/2017 8:39:57 AM.

DOWNLOAD

UPLOAD

ADD FILER

SEARCH

CLEAR

ID	Name	Address	Email Phone	Title	Required to File?	2017 Filing Status	Address Status	Email Status
###	LAST, FIRST	123 ROAD STREET CITY, IL, 6####	EMAIL@EMAIL.COM (###)###-####	TITLE	Yes	Filed	N/A	N/A

Back

Save & Continue

NEXT PAGE



Step 3B – My Filers

IF CHANGES ARE NECESSARY:

- If filer information has changed, click the filer ID number to the left of the filer name to edit their details. When finished editing, click "**Save & Continue**".

STEP 1: VERIFY ACCOUNT

STEP 2: MY INFORMATION

STEP 3: MY FILERS

STEP 4: SUBMIT FILING

Step 3: My Filers

To begin adding people who are required to file, click the "Add Filer" button below.

To edit your filer list:
Click on the ID number to the left of the filer's name. The ID number is a link, and will take you to that filer's editable profile.

For assistance adding filers, please contact the McHenry County Clerk's office at (815) 334-4242 or seointerest@co.mchenry.il.us.

Please note:
By law, you must provide each filer's job title and phone number. Providing email addresses will also help us contact filers more efficiently.

Filing Year: 2020

DOWNLOAD

UPLOAD

ADD FILER

SEARCH

CLEAR

ID	Name	Address	Email Phone	Title	Required to File?	2017 Filing Status	Address Status	Email Status
###	First, Last	123 Road Street Some Town IL, ####	email@#####.com (###)#####	Title	Yes	N/A	N/A	N/A

Back

Save & Continue

NEXT PAGE



Step 3C – My Filers

ADDING FILERS:

- Click the "**ADD FILER**" button to add a new filer.
- All fields with an asterisk (*) are required.

STEP 1: VERIFY ACCOUNT

STEP 2: MY INFORMATION

STEP 3: MY FILERS

STEP 4: SUBMIT FILING

Step 3: My Filers

To add a new filer to your list, fill in the form. Fields marked with * are required. Then click Save & Continue.

Filing Year: 2020

Filer ID: ###

*First Name

*Last Name

*Title

*Address 1

*Address 2

*City

*State

*Zip

*Phone Number

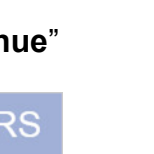
Phone Extension

Save & Continue

NOTE: We require the email address for each of your filers who will be filing electronically – we send them their login credentials by email.

If you do not include an email address, the system assumes the filer will file a paper form.

NEXT PAGE



Step 3D – My Filers

REMOVING FILERS:

- To remove a filer, click the ID number to the left of the filer's name.
- Select "Not Required" from the "Filer Status" drop-down
- Select appropriate reason.
- Repeat for any additional filers to be removed.
- When no other edits, additions or removals are needed, click "**Save & Continue**".

STEP 1: VERIFY ACCOUNT

STEP 2: MY INFORMATION

STEP 3: MY FILERS

STEP 4: SUBMIT FILING

Step 3: My Filers

Please edit this filer's profile. Fields marked with * are required. Then click Save & Continue.

Filing Year: 2020

Filer ID: ###

*Filer Status: Not Required

*First Name

*Last Name

*Title

*Address 1

*Address 2

*City

*State

*Zip

*Phone Number

Phone Extension

Save & Continue

NEXT PAGE



Step 4 – My Filers

SUBMITTING FILERS:

- You will be prompted to verify your filer list.
- If changes are needed, click the "**Back**" button to do so.
- If your list is correct, check the "**I have confirmed my information**" box at the bottom right of the page.
- Then click "**Submit Filing**".

Print the Confirmation page for your records.

STEP 1: VERIFY ACCOUNT

STEP 2: MY INFORMATION

STEP 3: MY FILERS

STEP 4: SUBMIT FILING

Step 4: Submit Filing

Filing Year: 2017

You may update your list until the February 1 deadline. Please review your filer list now, check the confirmation box, then click Submit Filing.

Filer List

#	Name	Address	Email Phone	Title	Filing Status
1	First, Last	123 Road Street Some Town IL, ####	email@#####.com (###)#####	Title	Required

Back

Submit Filing

CONFIRMATION

Congratulations! You have successfully submitted your list of filers.

You will receive an email confirmation. You may update your account until the February 1 deadline.

Print a copy of your filing for your records.

Agency: SOME TOWN - TOWNSHIP

Submission ID: #####

Submission Date: #####

ID	Name	Address	Email Phone	Title	Filing Status
1	First, Last	123 Road Street Some Town IL, ####	email@#####.com (###)#####	Title	Required

Back to My Filers

Please contact the McHenry County Clerk's office if you need assistance with filing.

McHenry County Clerk

seointerest@mchenrycountyil.gov

815.334.4242